

## Election Certificate Issuance Procedures

**DLS** TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

### Election Certificate Search Results

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295548

View Election Certificate Record **Go**

[New Election Certificate](#)  
[Issue Election Certificate](#)

Fig. 2a

- b. If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button located at the bottom of the screen to initiate the process of issuing an original election certificate. (Figure. 2b)

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### Election Certificate Search Results

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

[New Election Certificate](#)  
[Issue Election Certificate](#)

Fig. 2b

3. Type in the required information on the **Applicant Information** screen.
- a. The fields which include a red asterisk (\*) must be filled, i.e. name, dob, physical address. (Figure 3a)

**DLS** TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

### Applicant Information

**Name**

Last Name : TWENTY

First Name : VOTER

Middle Name :

Suffix :

No First Name: ☐

**Personal Info**

DOB : 05/10/1948

SSN :

**Physical Address**

Address 1 :

Address 2 :

City :

County :

State : TEXAS

Zip :

Country : UNITED STATES

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[Issue Election Certificate](#)

Fig. 3a

- b. Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)

## Election Certificate Issuance Procedures

Mailing Address: ☐ (Same as physical)

Address 1 :

Address 2:

City :

State :

Zip :

COUNTRY :

Physical Description Information

Sex :

Eye Color :

Hair Color :

Race :

Height :

Weight :

Other Information

US Citizen :

Voter Registration:

Fig. 3b

- c. If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

Voter Registration: ☒

Voter Status :

Election Judge:

Fig. 3c

4. In the Digimarc program capture the applicant's signature, thumbprints and portrait. (Not shown) Complete the image capture and proceed to the next page; **Signature, Thumbprints, Photograph** refresh. Select the *Refresh* button to proceed to the *Scan Documents* screen. (Figure 4)

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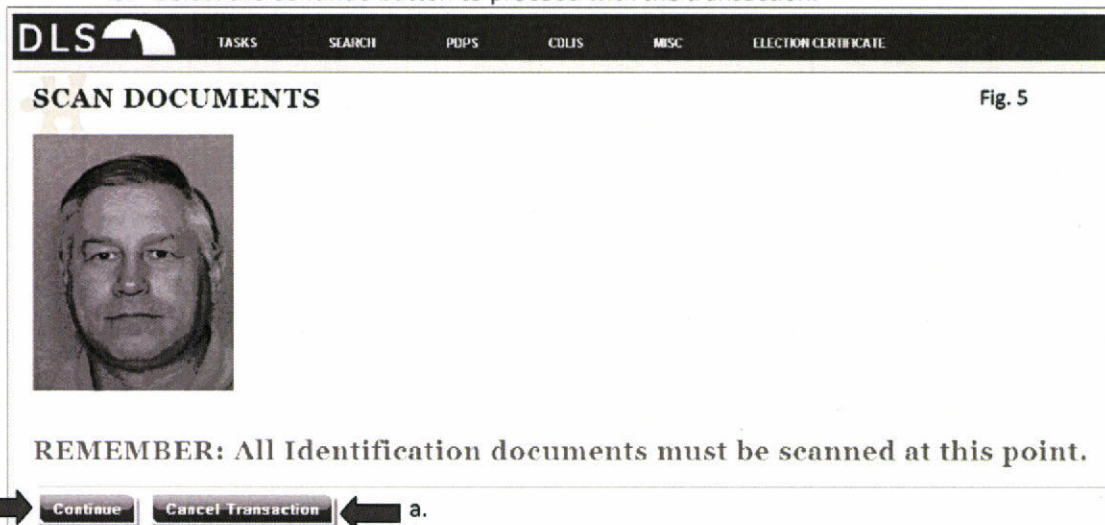
### Photo, Fingerprints, and Signature

Please click 'Refresh' after completing Image Capture Process

Fig. 4

## Election Certificate Issuance Procedures

5. The **Scan Documents** screen is the only location during the process where the documents presented, i.e. election certificate application, proof of identity and U.S. citizenship documents can be scanned into the system. However, all documents must be scanned at this point. (Figure 5)
  - a. If the transaction needs to be cancelled, select the *Cancel Transaction* button.
  - b. Select the *Continue* button to proceed with the transaction.



6. On the **Transaction Completed Successfully**
  - a. Select the *Print Temporary EC Card* to cue the printer to print a temporary election certificate card.
  - b. Select the *Continue* button after the temporary election certificate has been successfully printed.






## Election Certificate Issuance Procedures

LOCAL USE ONLY  
DATE OF BIRTH: 05/10/1948  
DATE OF BIRTH: 05/10/1948

FOR ELECTION PURPOSES ONLY  
CANNOT BE USED AS IDENTIFICATION

MAILING ADDRESS  
8006 N LAMAR  
AUSTIN, TX 78758

TEXAS DEPARTMENT OF PUBLIC SAFETY  
TEMPORARY ELECTION CERTIFICATE CARD VALID UNTIL 02-04-2018



NAME: TWENTY  
VOTER

DATE OF BIRTH: 05/10/1948  
EXPIRATION DATE: 02/04/2018

SIGNATURE: \_\_\_\_\_  
EMPLOYEE: \_\_\_\_\_

- Contact your local driver license office if assistance is needed.
- Your Election Certificate will be processed and mailed within 30-45 days.
- You must keep this temporary election certificate until your new card is received.
- This Election Certificate is for election purposes only.

Courtesy - Service - Protection

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7. Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct. Applicant and employee will sign the temporary election certificate. Inform the applicant the temporary election certificate can be used as photo identification for voting purposes until they receive the card in the mail.

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Selected Applicant: TWENTY, VOTER

**TWENTY, VOTER**



Election Certificate Number: 34295931

Date of Birth: 05/10/1948

Sex: FEMALE

Eye Color: BLUE

top of screen

Transaction Eligibility  
Election Certificate

Re-issue Election Certificate

**Basic Information**

First Name:	VOTER
Middle Name:	
Last Name:	TWENTY
Suffix:	
SSN:	
DOB:	06/10/1948
Age:	63

**Physical Description**

Sex:	FEMALE
Eye Color:	BLUE
Hair Color:	BLONDE
Race:	WHITE
Height:	5'02"
Weight:	110

**Election Certificate Card Information**

<a href="#">Edit Election Certificate</a>	
<a href="#">Re-issue Election Certificate</a>	
<a href="#">View Transaction History</a>	
EC Number:	34295931
Original Issue Date:	12/19/2011
Issue Date:	12/19/2011
Audit Number:	18519131120119120121
Expiration Date:	06/10/2018

**Physical Address**

Street 1:	8006 N LAMAR
Street 2:	
City:	AUSTIN
State:	TX
Zip Code:	78758

**Other Information**

Record Creation Date:	12/19/2011
US Citizen:	YES
Voter Registration:	YES

**Zip Code Extension:**

County:	TRAVIS
Country:	UNITED STATES

**Mailing Address**

Street 1:	8006 N LAMAR
Street 2:	
City:	AUSTIN
State:	TEXAS
Zip Code:	78758
Zip Code Extension:	
Country:	UNITED STATES

bottom of screen

## Election Certificate Issuance Procedures

### Steps to Re-Issue an Election Certificate


Follow the steps 1 and 2 listed above to search for the applicant. If the applicant has an election certificate on record and wants to replace a lost card select Go and proceed to the applicant's election certificate record screen

#### *To re-issue a lost election certificate*


1. In the *Transaction Eligibility* box select the Re-Issue Election Certificate and follow the steps outlined above to issue the election certificate.

#### *To remake a card*

1. Follow steps 1 and 2 to search for the applicant.
2. When the applicant's record is found on the Election Certificate select the link; View Transaction History.

DLS		TASKS	SEARCH	PDFS	COLLS	MISC	ELECTION CERTIFICATE
Selected Applicant: FOUR, VOTER							
 <p><b>FOUR, VOTER</b>            Election Certificate Number: 34088004            Date of Birth: 02-04-1978            Sex: MALE            Eye Color: BROWN</p>		<p><b>Transaction Eligibility</b>  <b>Election Certificate</b></p> <p><a href="#">Re-Issue Election Certificate</a></p>					
<b>Basic Information</b>				<b>Election Certificate Card Information</b>			
First Name: VOTER		EC Number: 34088004		Full Name: FOUR, VOTER		Issuance Reason: Card Lost	
Middle Name:		Issuance Date: 02-04-2010		City: AUSTIN		State: TX	
Last Name: FOUR		Issue Order: 12-07-2011		Zip Code: 78702		Country: UNITED STATES	
Suffix:		Original Issue Date: 12-07-2011					
SSN:		Audit Number: 0001818110007008400					
DOB: 02-04-1978							
Age: 35							
<b>Physical Description</b>				<b>Physical Address</b>			
Sex: MALE		Street 1: 0001N LAMAR		Street 2:			
Eye Color: BROWN		City: AUSTIN		State: TX		Zip Code: 78702	
Hair Color: BROWN		Country: TEXAS					
Race: OTHER							
Height: 5'10"							
Weight: 160							
<b>Other Information</b>				<b>Mailing Address</b>			
Record Creation Date: 12-07-2011		Street 1: 0001N LAMAR		Street 2:			
US Citizen: YES		City: AUSTIN		State: TX		Zip Code: 78702	
Voter Registration: YES		Country: UNITED STATES					

## Election Certificate Issuance Procedures

DLS 		TASKS	SEARCH	POPS	CDLIS	MISC	ELECTION CERTIFICATE
Selected Applicant: FOUR, VOTER							
<b>Edit Applicant Information</b>							
<b>Card Information</b>							
Election Certificate Number:	34295604						
Election Certificate Expiration Date:	02/04/2016						
<b>Name</b>							
Last Name :	FOUR						
First Name:	VOTER						
Middle Name:							
Suffix:	<input type="text"/>						
No First Name:	<input type="checkbox"/>						
<b>Personal Info</b>							
DOB :	02/04/1956						
SSN:	<input type="text"/>						
<b>Physical Address</b>							
Address 1 :	5808 N LAMAR						
Address 2:	<input type="text"/>						
City :	AUSTIN						
County :	TRAVIS <input type="text"/>						
State:	TEXAS						
Zip :	78752 <input type="text"/>						
Country:	UNITED STATES						



## Election Certificate Issuance Procedures

- Mailing Address: ☐ (Same as physical)

Address 1 :	
Address 2:	
City :	
State :	
Zip :	
COUNTRY :	

- Physical Description Information

Sex :	MALE
Eye Color :	BROWN
Hair Color :	BROWN
Race :	OTHER
Height :	5' 10"
Weight :	185

- Other Information

US Citizen :	YES
Voter Registration:	<input checked="" type="checkbox"/>
Voter Status :	NEW
Election Judge:	<input type="checkbox"/>

**Continue**

<b>DLS</b>	TASKS	SEARCH	PDPS	CDLIS	MISC	ELECTION CERTIFICATE
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Selected Applicant: FOUR, VOTER

## Edit Card Request Confirmation

Please click the 'Confirm' button to process the Edit

**Confirm** **Back**

## Election Certificate Issuance Procedures

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Selected Applicant: FOUR, VOTER

### Remake Card

Reasons\*

CARD QA FAILED - VENDOR CREDIT  
CLERICAL ERROR  
CUSTOMER NEVER RECEIVED CARD  
SUPERVISOR APPROVAL  
SYSTEM PROCESSING ERROR

ice. Protection.

2 8 0 450

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MISC
ELECTION CERTIFICATE

Selected Applicant: FOUR, VOTER

### Remake Card

Reasons\*

CUSTOMER NEVER RECEIVED CARD

Continue

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Selected Applicant: FOUR, VOTER


### Remake Card Request Confirmation

Remake EC information has been submitted successfully.

Continue



## Election Certificate Issuance Procedures

<b>DLS</b> 	TASKS	SEARCH	PDPS	CDIS	MSC	<b>ELECTION CERTIFICATE</b>
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Selected Applicant: FOUR VOTER

### Transaction History

Transaction Type	Transaction Status	E.C. Number	Application Date	Issue Date	Expiration Date	Location	User ID	Details
Remove Election Certificate	License Production Pending	34295634	12-07-2011 13:26:26	12-07-2011	02-04-2013	HEADQUARTERS	TRN0001	<a href="#">Production Details</a> <a href="#">Transaction Receipt</a>
Issue Election Certificate	License Production Pending	34295634	12-07-2011 13:06:29	12-07-2011	02-04-2013	HEADQUARTERS	TRN0001	<a href="#">Production Details</a> <a href="#">Transaction Receipt</a>